



# VICTIM ADVOCATE (PT)

<b>Salary:</b>	\$14.5554 / HR	<b>Opening Date:</b>	12/4/2018
<b>Status:</b>	Part-Time	<b>Closing Date:</b>	12/7/2018
<b>Work Hours:</b>	Monday-Friday 8:00-6:00 pm*	<b>Department:</b>	Police
<b>Work Location:</b>	South Jordan City Public Safety Building	<b>Supervisor:</b>	Victim Advocate Coordinator

**Special Notes:** \*20 hours per week

## THE PURPOSE

Performs a variety of victim services duties; assist victims and witnesses of all crime categories. Assess needs, provide information and makes appropriate referrals and services in an office setting, courtroom, or field setting.. Act as a liaison for victims between law enforcement personnel, prosecution, judicial system, and other related agencies. Provide statistical data of workload and services provided to Victim Advocate Coordinator for grant management. Assist victim advocate volunteer staff trainings and assigned duties.

## MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. One (1) year of related experience

Valid Utah Class D Driver License

Must pass BCI/NCIC background investigation

Successful completion of the basic 40 hour Victim Advocate training within 6 months of employment

## KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of domestic violence issues, judicial processes, and resources for victims; principles and techniques used in dealing with the public in stressful/traumatic situations; pertinent Federal, State, and local laws, codes, and regulations. General working knowledge of modern office procedures, methods, and equipment, including English usage, spelling, vocabulary, grammar and punctuation. Principles and procedures of record keeping and reporting. Safe driving principles and practices.

Ability to operate a personal computer and Microsoft products.

Ability to plan and organize work to meet schedules and timelines; interpret and apply policies, procedures, laws, codes, and regulations pertaining to police conduct, records, programs and functions; prepare and maintain accurate and complete records; communicate clearly and concisely, both orally and in writing. Must be able to deal appropriately with people in situations that may, at times, become confrontational, stressful or uncomfortable. Deal with situations or conditions that may be psychologically traumatic. Manage numerous tasks and assignments at one time with frequent interruptions. Cope with exposure to stressful circumstances, including the meeting of deadlines, stressful work conditions, and contact with the public and co-workers in negative or traumatic situations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of your work. Adhere to the policy of an alcohol and drug free work environment.

**NOTE:** Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at [jobs.sjc.utah.gov](http://jobs.sjc.utah.gov). A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

*It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability*

# South Jordan City

## Job Description

<b>Title:</b>	<b>Victim Advocate Part-time</b>	<b>Effective Date:</b>	<b>7/5/17</b>
<b>Org:</b>	<b>100600</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>6</b>	<b>Workers Comp:</b>	<b>Municipal</b>

**This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.**

### GENERAL PURPOSE

Performs a variety of victim services duties; assist victims and witnesses of all crime categories. Assess needs, provide information and makes appropriate referrals and services in an office setting, courtroom, or field setting.. Act as a liaison for victims between law enforcement personnel, prosecution, judicial system, and other related agencies. Provide statistical data of workload and services provided to Victim Advocate Coordinator for grant management. Assist victim advocate volunteer staff trainings and assigned duties.

### SUPERVISOR

Victim Advocate Coordinator

### POSITION(S) SUPERVISED

Victim Advocate Volunteers as assigned

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s supervisor.

Job attendance is required, except for authorized leave.

Respond to the scene of crimes, fires, and/or other emergencies and disasters to provide crisis intervention for victims and witnesses; conduct needs assessment, make appropriate referrals for counseling, housing, shelter, legal assistance, and other services as needed.

Assist victims in obtaining protective orders, filing victim reparation forms, victim/witness statements, and other related forms.

Review and assess crime reports as reported to South Jordan City Police; attend appropriate court proceedings to support victims/witnesses; inform victim/witness of court dates and any changes; make necessary arrangements for non-English speaking, special needs, disabilities; monitor court activity.

Develop and maintain confidential client files; collect and compile data and material for review and analysis; ensure Victim of Crime (VOCA) grant compliance and accuracy.

Maintain a working relationship with local victim advocate programs and shelters; provide public awareness and educational presentations regarding the purpose of the Victim Services Program.

Attend and participate in professional group meetings; attend training meetings to stay abreast of new trends and innovations in the field of victim advocacy and resources.

Subject to 24 hour emergency call out as assigned.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.;
- AND
- B. One (1) year of experience to above or related duties

2. Special Qualifications;

Preference given to candidates with a Bachelor’s degree from an accredited college or university in criminal justice, social work, psychology, or closely related field.  
Successful completion of the basic 40 hour Victim Advocate training within 6 months of employment  
Valid Utah Class D Driver’s License  
Must pass BCI/NCIC background investigation

3. Knowledge, Skills and Abilities:

Knowledge of domestic violence issues, judicial processes, and resources for victims; principles and techniques used in dealing with the public in stressful/traumatic situations; pertinent Federal, State, and local laws, codes, and regulations. General working knowledge of modern office procedures, methods, and equipment, including English usage, spelling, vocabulary, grammar and punctuation. Principles and procedures of record keeping and reporting. Safe driving principles and practices.

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4. Working Conditions:

Incumbent of the position performs in a typical office setting, travels to different sites and locations. May be in inclement weather for long periods of time, willingness to respond to calls for assistance outside of normal business hours. Perform duties that may include light physical effort such as lifting, bending, stooping, walking, climbing stairs, and prolonged sitting at a desk. Frequent local travel required.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Part Time</b>	<b>EEO-4 Class:</b>	<b>Adm Support</b>
<b>Location:</b>	<b>Police</b>	<b>EEOP Class:</b>	<b>Para-Prof</b>
<b>Group/BU:</b>	<b>Part Time General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>1810</b>